

Great Lakes Inter-Tribal Council, Inc.

2932 Highway 47 North - P.O. Box 9

Lac du Flambeau, WI 54538

Phone: (715) 588-1069

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SCAN/EMAIL TRANSMISSION

To: Board of Directors

Date: 06/26/15

Email:

Pages: 4 (including cover sheet)

From: Krista L. Payne – Human Resources Generalist

Subject: Open positions with Great Lakes Inter-Tribal Council, Inc.

MESSAGE:

Good Afternoon,

Following you will find three positions which are currently open to all qualified applicants. Please post throughout your organization as you deem appropriate. Thank you for your assistance and attention to this matter. It is appreciated.

Included:

Deputy Director of Finance

Disability/Tribal Aging Unit Specialist

Receptionist

Thank you,

Krista L. Payne – HR Generalist

715 588-1069 (direct line)

kraske@glitc.org

715 588-1774 (direct fax)



Great Lakes Inter-Tribal Council, Inc.
P.O. Box 9, Lac du Flambeau, Wisconsin 54538
Phone: 715-588-3324 Fax: 715-588-1774
Website: www.glitc.org

Supporting member tribes in expanding sovereignty and self-determination.

Members

Bad River Band of Lake
Superior Chippewa
Indians

Forest County
Potawatomi

Lac Courte Oreilles
Band of Lake
Superior Chippewa
Indians

Lac du Flambeau Band
of Lake Superior
Chippewa Indians

Lac Vieux Desert Band
of Lake Superior
Chippewa Indians

Menominee Indian
Tribe of Wisconsin

Oneida Nation

Red Cliff Band of Lake
Superior Chippewa
Indians

St. Croix Band of Lake
Superior Chippewa
Indians

Sokaogon Band of Lake
Superior Chippewa
Indians

Stockbridge-Munsee
Band of Mohican
Indians

GLITC is recruiting for the following position. A complete job description is available on our website. Drug Testing is required before hire and random thereafter.

DEPUTY DIRECTOR OF FINANCE

The Deputy Director of Finance will maximize the return on financial assets by establishing financial policies, procedures, controls and reporting systems. Ensures legal and regulatory compliance for all accounting and financial reporting functions. Oversees cost and general accounting, accounts receivable/payable, payroll and risk management. Ensures that comprehensive audit of the organization's accounting is conducted annually with audit reports to be issued to the Board of Directors and funding agencies. Develops the Indirect Cost Proposal to submit to appropriate agency and negotiates the IDC rate. Responsibilities also include the overall management and supervision of Finance Operations.

Working out of the Central Offices in Lac du Flambeau, WI, this position is full-time with benefits and has a starting salary range of \$65,625 - \$73,000.

Qualifications

Bachelor degree in business administration, accounting, or related field required. Master's Degree preferred. Prefer CPA (Certified Public Accountant) certification. Prefer three to five years of experience in business management, preferably within mid to large size organizations. Experience with a Native American Tribal organization and/or not-for-profit agency desirable. Some travel is required.

To Apply: Mail, fax or email a resume and a GLITC application to Great Lakes Inter Tribal Council, Inc., P.O. Box 9, Lac du Flambeau, WI 54538, Attn: Krista Payne. Fax: (715) 588-1774. Email: hr@glitc.org. See the employment page of our website at www.glitc.org for a GLITC application and complete job description or contact hr@glitc.org.

Closing date is: Open until filled. First review of applicants will be July 10, 2015.

GLITC is an Equal Opportunity Employer applying Native American Preference as defined in Title 25, U.S. Code, Section 44-46 and 47.



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DISABILITY/TRIBAL AGING UNIT SPECIALIST

The Disability/Tribal Aging Unit Specialist will assist in a variety of activities in support of the Tribal Aging Unit programs and the Disability Benefit Programs available to Tribes. Will also work in partnership with Tribal health and human services agencies and Aging and Disability Resources Centers (ADRCs) in the Tribe's service area to ensure that tribal members receive culturally appropriate information about aging and disability resources and are able to comfortably and effectively access long term care programs services. This position will also assist Tribes in researching and developing Tribal capacity to provide long term care programming. The Disability/Tribal Aging Unit Specialist will work in support of the Tribal Aging Programs to improve quality of aging services, technical assistance related to requirements of Older Americans Act (OAA), individual and organizational advocacy, planning for new services and promotion of existing services and assurance of service quality.

Working out of the Central Offices in Lac du Flambeau, WI, this position is a limited term position (temporary) with no benefits and has a starting salary range of \$15.00 - \$16.50 per hour.

Qualifications

Bachelor's degree from accredited college or university with a major in social work, sociology, human services or equivalent preferred. Three years' work experience in a human services environment, preferably with seniors or people with disabilities required or an acceptable combination of education and experience. Understanding of Medicaid and Medicaid programs and reimbursement process. Experience in advocating for change in policy or programs related to better meeting the needs of older people and people with disabilities, working knowledge of long term care (LTC). Experience with a Native American Tribal organization and knowledge of tribal and federal roles & relations.

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RECEPTIONIST

Operates multi-line telephone system to answer incoming calls and directs callers to appropriate personnel. Provides administrative assistance to the Deputy Director of Finance, Executive Director, and Executive Administrative Assistant. Assists with other clerical projects as directed by GLIC Program deadlines. The position will be knowledgeable of all Great Lakes Inter-Tribal Council, Inc. programs to assist and direct inquires to appropriate programs and services. Daily attendance is an essential function of this position.

Located at the Central Offices in Lac du Flambeau, WI, this position has a starting rate of \$11.50 to \$13.00 per hour. This is a full time position with benefits.

Qualifications

High School Diploma or General Educational Degree (GED) required. Associate's degree in administrative/office/Functional knowledge and experience with Microsoft Office Suite required/clerical/business degree preferred. At least one year of previous office/clerical experience required. Must be proficient with Microsoft Outlook and other calendaring software. Must possess skills and abilities to navigate the Internet for general research and information finding purposes. Experience with a Native American Tribal organization and/or not-for-profit agency preferred.

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GLITC is an Equal Opportunity Employer applying Indian Preference as defined in Title 25, U.S. Code, Section 44-46 and 474.